ANNUAL REPORT 1985 - 86

Alberta

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ANNUAL REPORT

1985-86

Alberta
LABOUR

Alberta

LABOUR

Office of
the Minister

403/427-3664
420 Legislature Building
Edmonton, Alberta, Canada
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September 1986

The Honourable Dr. D. Carter
Speaker
Legislative Assembly of Alberta.

Dear Sir:

I have the honour to submit the Annual Report for the Alberta Department of Labour for the fiscal year ended 31 March 1986.

Respectfully submitted,

Dr. Ian Reid
Minister of Labour

Alberta

LABOUR

Office of
the Deputy Minister

403/427-8305
10808-99 Avenue
Edmonton, Alberta, Canada
T5K OG2

September 1986

The Honourable Dr. Ian Reid
Minister of Labour
Room 420, Legislative Building
Edmonton, Alberta

Dear Dr. Reid:

I am pleased to present the Annual Report for the Alberta Department of Labour for the fiscal year ended 31 March 1986.

Respectfully submitted,

Clint S. Mellors
Deputy Minister

OFFICIALS*

MINISTER OF LABOUR, THE HONOURABLE LESLIE G. YOUNG
Secretary to Minister of Labour, Carol Pirie
Executive Assistant to Minister of Labour, Stewart Devine

DEPUTY MINISTER, CLINT S. MELLORS
Secretary to Deputy Minister, Ollie Olekshy
Executive Assistant to Deputy Minister, Robert Pope

PRINCIPLE OFFICERS

SUPPORT SERVICES DIVISION
Assistant Deputy Minister, Jack Tutty
Director, Communications Branch, Gillian Garner
Director, Finance and Administration Branch, Cliff Broemling
Director, Library Services Branch, Wendy Kinsella
Director, Personnel Branch, Lenore Martin
Director, Planning and Research Branch, Janet Howell
Director, Systems Branch, Jerry Stocco
Internal Auditor, Vic Feguenne

LABOUR DIVISION
Assistant Deputy Minister, Albert Kennedy
Director, Employment Standards Branch, Mike Kolmatycki
Director, Mediation Services Branch, Wes Pangrass
Superintendent, Pension Benefits Branch, Emilian Groch **

GENERAL SAFETY SERVICES DIVISION
Assistant Deputy Minister, Doug Morrison
Chief Inspector, Boilers and Pressure Vessels Branch, Les Smith
Director, Building Standards Branch, Dave Monsen
Chief Inspector, Electrical Protection Branch, Ken Fennessey
Chief Inspector, Elevator and Fixed Conveyances Branch, Steve Millward
Fire Commissioner, Fire Prevention Branch, Bill MacKay
Director, Plumbing and Gas Safety Services Branch, Jack Mercer

LABOUR RELATIONS BOARD
Chairman, Andrew C.L. Sims
Vice-Chairman, Bill Canning
Secretary, Bob Bronson
Solicitor, Bob Philp
Registrar, Northern Region, Dennis Bykowski
Registrar, Southern Region, Jim Jung

ALBERTA HUMAN RIGHTS COMMISSION***
Chairman, Stanley Scudder
Executive Director, John Lynch
Regional Director (North), Denis St. Arnaud
Regional Director (South), Larry Paron

* March 31, 1986
**In accordance with section 6(2) of the *Pension Benefits Act*, the Pension Benefits Branch is required to submit a separate annual report to the Alberta Legislature. A summary of the branch's activities is contained in this report.
***In accordance with section 18(1) of the *Individual's Rights Protection Act*, the Alberta Human Rights Commission submits a separate annual report to the Alberta Legislature.

LEGISLATION

The following Acts are administered by Alberta Labour:

Boilers and Pressure Vessels Act
Burial of the Dead Act
Department of Labour Act
Electrical Protection Act
Elevator and Fixed Conveyances Act
Employment Standards Act
Fire Prevention Act
Gas Protection Act
Individual's Rights Protection Act
Industrial Wages Security Act
Labour Relations Act
Pension Benefits Act
Plumbing and Drainage Act
Police Officers Collective Bargaining Act
Uniform Building Standards Act

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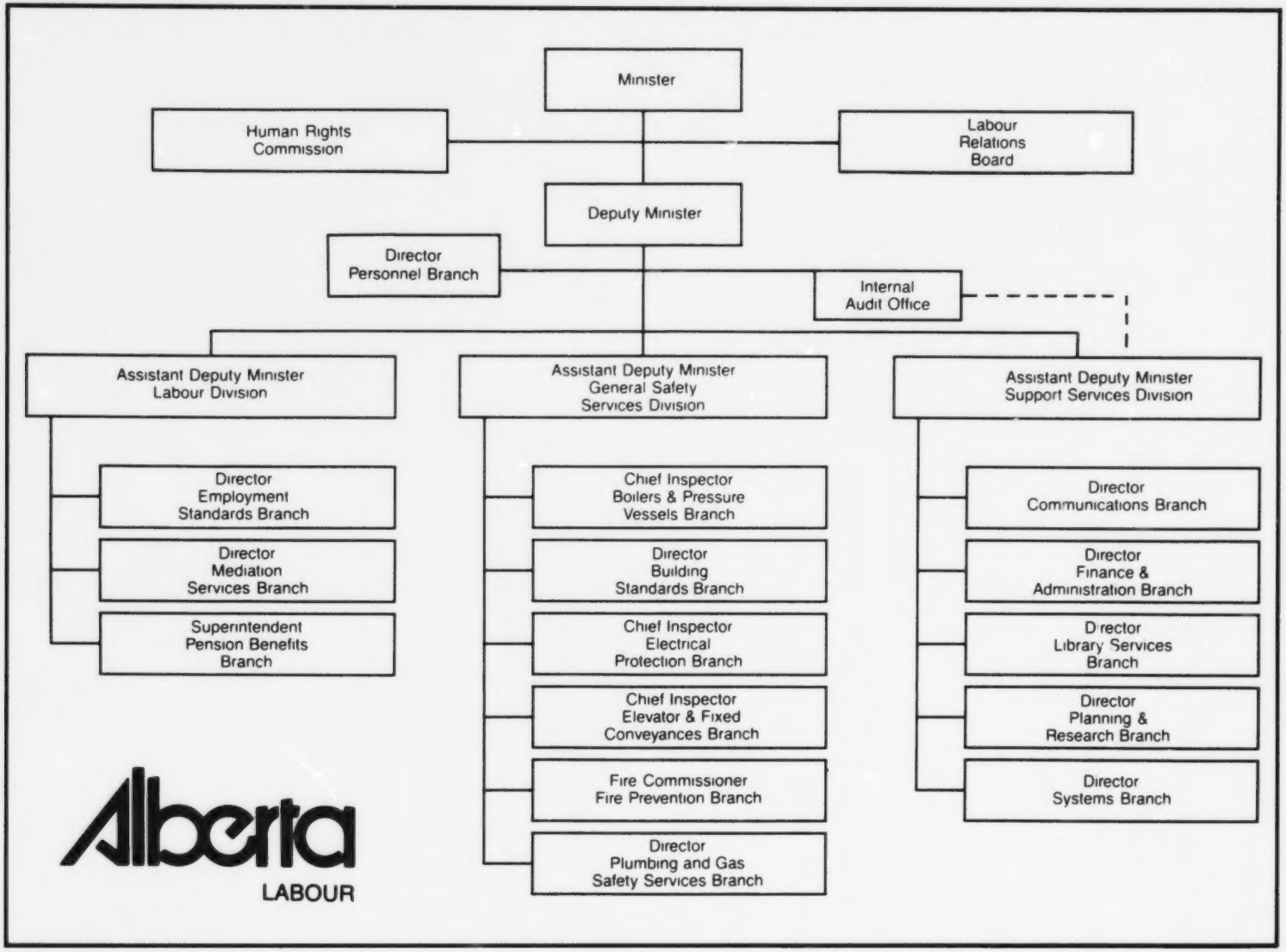
Minister
Human Rights Commission
Labour Relations Board
Deputy Minister
Director Personnel Branch
Internal Audit Office
Assistant Deputy Minister Labour Division
Assistant Deputy Minister General Safety Services Division
Assistant Deputy Minister Support Services Division
Director Employment Standards Branch
Director Mediation Services Branch
Superintendent Pension Benefits Branch
Chief Inspector Boilers & Pressure Vessels Branch
Director Building Standards Branch
Chief Inspector Electrical Protection Branch
Chief Inspector Elevator & Fixed Conveyances Branch
Fire Commissioner Fire Prevention Branch
Director Plumbing and Gas Safety Services Branch
Director Communications Branch
Director Finance & Administration Branch
Director Library Services Branch
Director Planning & Research Branch
Director Systems Branch
Alberta
LABOUR

INTRODUCTION

Alberta Labour is concerned with the development of harmonious and productive relations between employers and employees, the prevention and resolution of disputes between employers and unions, the administration of private pension plans, public safety and the enforcement of Alberta's human rights legislation. In fiscal year 1984-85 the department had 954 authorized permanent positions and a budget totaling $26 607 540.

The department comprises the Support Services Division, the Labour Division and the General Safety Services Division, each headed by an assistant deputy minister; and the permanent staffs of the Labour Relations Board and the Alberta Human Rights Commission.

Support Services Division provides administrative support to the department and administers certain services directed to the general public. Labour Division provides assistance in preventing and resolving labour disputes, regulates the administration of private pension plans and enforces legislation regulating minimum standards of employment. General Safety Services Division develops and enforces safety standards which pertain to boilers and pressure vessels, elevators and fixed conveyances, gas, plumbing and electrical installations, buildings and fire control.

The Alberta Labour Relations Board is a quasi-judicial tribunal which administers the Labour Relations Act. The board certifies trade unions and has the power to revoke certification. In the construction industry, it registers employers' organizations as bargaining agents; monitors compliance with the Act; issues directives in response to illegal strikes and lockouts; and governs the procedures for legal strikes and lockouts. The board is composed of a full-time chairman, and full-time and 2 part-time vice-chairmen, 8 employer representatives and 8 union representatives. All are appointed by the Lieutenant-Governor in Council.

The Alberta Human Rights Commission is responsible for promoting and safeguarding the spirit and principles embodied in the *Individual's Rights Protection Act*, and for protecting Albertans against acts of discrimination. The Commission fulfills its mandate through educational and promotional programs, and through investigation and enforcement activities. It is composed of a chairman and six commissioners, all of whom are appointed by the Lieutenant Governor in Council. Annual report of the Commission is tabled before the Legislative Assembly separately.

The Year In Review

During fiscal year 1985-86, Bill 22, the *Employment Standards Amendment Act* was passed by the Legislative Assembly. Effective June 5, 1985, the bill provides that all pregnant employees with at least 12 months of continuous service are eligible for a maximum of 18 weeks unpaid leave, distributed as required. Bill 23, the *Industrial Wages Security Act* 1985 was passed on the same day. As a result of this bill, employers in the coal mining industry are no longer required to post security deposits for their employees' wages. The bill also provides the Minister of Labour with greater flexibility in determining the amount of security that must be posted by industries covered under the Act.

Bill 79, the *Employment Pension Plans Act* was introduced in the legislature for first reading on May 29, 1985. The bill contained proposed changes to the legislation covering private pension plans. It was not passed, but was introduced as a form of final consultation, following several years of study and consultation with employers, employees and the pension industry.

The *Individual Rights Protection Act* was amended, through Bill 33, to offer protection to pregnant women against dismissal from their job and against terms and conditions of employment which discriminate against them "by reason only of pregnancy".

The amendments also allow that discrimination not be considered to have occurred where it can be shown that circumstances warrant the action in question. This allows for the implementation of special programs designed to remove barriers to equal opportunity in Alberta.

Other major undertakings by the department include the adoption of a new edition of the *Alberta Building Code* and a new *General Safety Regulation* which replaced a number of obsolete electrical standards. *The Boilers Branch Fee Regulation* was introduced to consolidate all fee schedules previously contained in three separate regulations. This new regulation provides an easier fee reference for people who make use of the branch's services. A change to the *Pressure Welders Regulations* expands the scope of welders engaged in pressure welding. The Electrical Protection Branch and the Elevators and Fixed Conveyances Branches assisted the designers, equipment manufacturers and contractors on special lift installations at the Mt. Allan and Canada Olympic Park site for the 1988 Winter Games.

The department had an extensive review conducted to identify opportunities for the increased use of electronic data processing and office automation. The resulting report forms the basis for future long and short term systems planning for all areas of the department.

STATEMENT OF EXPENDITURES
for the fiscal year ending March 31, 1986

Vote and Ref. No.	Program/Element	Estimates	Prior Year Liabilities	Special Warrants	Transfers	Total Authorized	Expended	Unexpended (Overexpended)
1	**Departmental Support Services**							
	Minister's Office	169 496					141 777	
	Executive Management	339 115					363 530	
	Personnel	307 985					286 342	
	Finance & Administration	611 471					549 440	
	Systems	842 037					877 456	
	Communications	113 989					59 140	
	Planning & Research	677 868					623 929	
	Library Services	272 900					262 273	
	DIVISION TOTAL	3 334 861			72 650	3 407 511	3 163 888	243 623
2	**Labour Relations**							
	Divisional Support	162 023					176 115	
	Pension Plan Services	372 051					306 194	
	Mediation Services	1 100 111					787 587	
	Employment Standards	3 586 030					3 528 896	
	DIVISION TOTAL	5 220 215			136 053	5 356 268	4 798 792	557 476
3	**General Safety Services**							
	Divisional Support	1 085 369					1 057 718	
	Boilers	3 469 663					3 306 466	
	Building Standards	1 703 587					1 604 200	
	Electrical Protection	2 902 913					2 931 003	
	Elevators	775 720					799 121	
	Fire Prevention	2 659 020					2 859 910	
	Plumbing & Gas Safety	3 079 005					3 117 447	
	DIVISION TOTAL	15 675 277			388 853	16 064 130	15 675 865	388 265
4	**Labour Relations Board**	1 143 028			22 072	1 165 100	1 167 032	(1 932)
5	**Human Rights Commission**	1 234 159			24 644	1 258 803	1 024 860	233 943
	TOTAL DEPARTMENT	26 607 540			(a) 644 272	27 251 812	25 830 437	1 421 375

(a) Transferred from Salary Contingency Fund

STATEMENT OF REVENUE

for the fiscal years ending March 31, 1985 and 1986

	1984-85 (a)	1985-86
Taxes		
Fire Prevention Act	$ 1 119 553	$ 1 352 913
Fees and Permits		
Boilers and Pressure Vessels Act	1 187 176	1 968 883
Electrical Protection Act	1 305 989	1 463 512
Elevator and Fixed Conveyances Act	145 450	165 830
Gas Protection & Plumbing and Drainage Act	279 131	291 569
Pension Benefits Act	36 984	40 682
	2 954 730	**3 930 476**
Miscellaneous		
Other	26 592	1 520
Prior Year Refunds (PYR)	(765)	623
Federal-Provincial Agreement	40 000	40 000
TOTAL REVENUE	**4 140 110**	**5 325 532**

(a) The 1984-85 comparative figures have been re-classified where necessary to make them comparable to the 1985-86 figures.

Support Services Division

The Support Services Division is responsible for providing professional support services in the areas of finance, systems, planning and research, library services and communications. The division provides services to the department (including the Alberta Human Rights Commission and the Labour Relations Board), and also administers certain services which are provided for the general public. The division consists of the Communications, Finance and Administration, Library Services, Planning and Research, Systems Branches, and the Internal Audit Office.

In addition to the ongoing services provided by its branches, the division is responsible for the overall identification and implementation of systems and procedures to improve quality, effectiveness and efficiency in the department's operations. During 1985-86, the division initiated an extensive study of electronic data processing in the department. A consulting company was contracted to identify opportunities for the efficient use of electronic data processing and office automation in the department of Labour. Division staff liaised closely with the company while it conducted its study. A report of the company's findings and recommendations were presented near the end of the fiscal year.

Communications Branch

The Communications Branch staff work closely with senior departmental managers in developing and implementing programs to increase public awareness and understanding of the policies, programs and services of Alberta Labour, including the Alberta Human Rights Commission and the Labour Relations Board.

Consulting Services

The Communications Branch provides consulting services to the Minister's office and to executive and senior management in the department. This includes media analysis and response, recommendations for promotion and public information programs, and evaluation of program effectiveness. During the year the branch provided consulting services on a wide range of projects, including Fire Prevention Week, a communications plan for the Employment Standards Branch, amendment to the *IRPA (Bill 33)*, and a proposed new information package for the Alberta Human Rights Commission.

Writing and Editorial Services

In 1985-86 the branch coordinated the production of several new publications and revised and updated various existing publications. Twenty-five feature articles were developed and distributed for the Fire Prevention Branch. Writing and editorial services in support of a vigorous public speaking program were also undertaken by Communications. The branch continued to produce the *Alberta Human Rights Journal* on a quarterly basis, *Labour Newsline* (Alberta Labour's staff newsletter), and the department's three annual reports. Two workshops on effective letter writing were designed and conducted for department staff who frequently draft correspondence.

Work on establishing the editorial policy, content and objectives of *Fire News*, a new twice yearly magazine for fire service personnel to be launched in May 1986, was started and completed.

Media Relations

Media interest in the department's activities remained high during 1985-86. The Communications Branch responded to more than 1 000 media enquiries, and prepared and distributed 26 news releases. More than 20 media interviews were arranged for department officials. The branch continued its daily publication of *Headline News*, a service that provides the Minister and senior department personnel with a synopsis of print media news coverage of issues and events related to the department.

In support of the Fire Prevention Campaign and a campaign to increase awareness of carbon monoxide poisoning, the branch developed, coordinated and distributed kits to media outlets throughout the province. These kits contained recorded public service

Support Services Division

announcements, informational and promotional materials.

Advertising

The Communication Branch staff liaised with a number of advertising agencies in the planning and production of advertisements for the Fire Prevention Campaign, the Human Rights Commission and the Employment Standards Branch. In total, 12 advertising requests were placed through the Public Affairs Bureau.

Printing, Graphic Design, Audio-Visual and Photographic Services

The Communications Branch, in concert with Public Affairs Bureau staff, responded to the department's requests for printing, graphic design, audio-visual, photographic and display services. During 1985-86 the branch coordinated approximately 136 printing projects, 48 requests for artwork, and 56 requests for photographic and audio-visual services. The branch also updated the Employment Standards display and coordinated the production of a new display for the Human Rights Commission.

Finance and Administration Branch

The Finance and Administration Branch provides a broad range of financial and administrative support services and carries out control functions for the department. Branch staff act as advisors and coordinators, providing management and staff throughout the department with assistance in financial planning, operations and control; and in the acquisition of space, equipment, supplies and services. In providing these services, branch staff liaise extensively with other government departments. Working to improve overall efficiency, the branch provides necessary services while ensuring compliance with mandatory, government-wide and departmental financial and administrative control systems.

As the result of a further position cut and another transferred to Systems, the staff complement was reduced from 22 to 20 permanent positions during 1985-86. Despite this substantial loss of manpower resources (man-year utilization reduced 5.8 percent to 17.8 man-years), efforts were made to assure there was no deterioration of the services provided.

In addition to maintaining the normal activities during 1985-86, branch staff had varying degrees of involvement in planning and preparing for conversion of the department to the new governmental accounting system (CFS/DFS). With implementation scheduled for April 1, 1986 much of the planning, code conversion, staff training, internal control system development and departmental staff briefing was completed or well advanced by the end of fiscal 1985-86.

In addition, numerous specialized functions and activities were carried out by staff in the branch's three units:

Budget/Director's Office

The Director's Office is responsible for budget co-ordination and control, for development and implementation of financial and administrative policy and procedures, and for ensuring the adequacy of departmental financial systems.

Staff continued to be extensively involved in specialized financial analysis and control efforts in support of departmental planning for financial and human resource allocation decisions. To this end, branch staff developed and maintained a manpower forecasting and reporting system that provides program management with a mechanism to monitor manpower utilization, and executive management a solid basis on which to evaluate manpower needs and to make allocation or reallocation decisions.

Accounts Section

The Accounts Section processes transactions and maintains records in relation to accounts payable and accounts receivable, handles departmental Crown revenues, processes and controls departmental payroll, controls fixed-asset inventory and provides financial operations advisory services.

Support Services Division

In Accounts Payable, activity levels exceeded 1984-85, with transactions up 5 percent overall and 4.3 percent in relation to expense accounts. As departmental activity levels were generally stable (man-year utilization at about 570 man years was down almost another 1 percent from 1984-85 levels), the increases were largely reflective of a higher frequency of orders and expense account submissions. However, the overall increase of 6.7 percent in non-manpower expenditures and an increase in permit-issuing activities (see below) suggests at least a marginal increase in activity.

Activity in Accounts Receivable was up substantially over 1984-85. As shown in the departmental revenue statement (page 5) monies collected were up approximately 23 percent. This was due to fee increases for boilers (revenues up 60 percent) and increased activity in the permit-issuing areas (Electrical Protection permits up 6.3 percent, Plumbing and Gas up 16.3 percent).

Administration Section

The Administration Section plans and coordinates the acquisition, maintenance and renovation of space and related facilities, and acquires equipment, material, supplies and services required for delivery of the department's programs.

The level of activity during 1985-86 was up significantly from the previous year. The number of orders handled increased 39.7 percent, partially as a result of taking over the Library ordering function but also reflecting the enhanced centralization of purchasing and an overall increase in purchasing activity. Space-related activity remained fairly low. The more significant non-routine activities included planning in relation to the new Edson Provincial Building, participation in the telephone system changeover in Calgary, and working with departmental management to improve the ventilation systems of the head office building.

Library Services Branch

The Library Services Branch is responsible for providing the materials and assistance required to meet the department's research and information needs, and for supporting the educational activities of the department. It also serves external clients, including other government departments, libraries, research agencies, labour groups, employers, human rights agencies, students and academics, members of the legal profession and the general public. The branch is composed of three units.

Reference Services

Reference Services provides the main client interface of the branch. Activities include acquiring, organizing and disseminating information.

Requests for information are received in person, by mail, by telephone or are part of an on-going S.D.I. (Selective Dissemination of Information) program. During 1985-86, 2 555 requests for information were answered, 462 inter-library loan requests were processed, and 4 660 documents were loaned.

To improve information access, the branch continued to develop its data base of library holdings. In excess of 4 000 records were entered into the system and several refinements were made to the software. Subject-specific book catalogues were produced and distributed to all regional offices. The data base is searchable on-line and has been made available to the public.

During the 12 months under review, the branch acquired a micro-computer on which an acquisitions system was developed to expedite orders and provide a tracking mechanism for users.

Audio-Visual Services

The Audio-Visual Services Section houses a collection of over 250 16 mm films and video and audio cassettes which are available to department staff and the general public. The collection primarily supports the educational activities of the Fire Prevention Branch and is increasing in the industrial relations and management areas.

This section continued to enjoy high levels of activity, receiving 1 871 requests resulting in the circulation of 1 722 films and video-tapes to schools, colleges, hospitals, fire departments, day care centres, and various companies throughout the province.

Support Services Division

Indexing Services

This section provides access to information through the development and maintenance of eight indices to meet the needs of the department and the private sector.

The Alberta Labour Relations Precedents Index Series was initiated and generated 136 subscriptions to the four indices in the series. During the period under review, several enhancements were made to the series. The Grievance Arbitration Awards Index was expanded to include two years of back-files (1978 and 1979) and appeals and citations. Citations were also added to the Labour Relations Board Index. Testing was carried out on the Labour Relations Board Index to develop an on-line search capacity for this index.

Planning and Research Branch

The purpose of the Planning and Research Branch is to provide advice, assistance and coordination to departmental management in planning, policy analysis, research, statistics and information services to support policy and program development and implementation. Information and statistics are also provided to the public for various uses.

The primary functions of the branch are policy analysis, research and policy support; issue based planning support; support of the development of departmental administrative policy; statistical development, maintenance, analysis and distribution; survey research and design; and advisory services on statistics and research. The branch represents the department on interdepartmental and federal-provincial committees related to the above functions.

The branch's services are delivered through two units: Statistics and Information Services Unit; and the Policy and Planning Services Unit.

Statistics and Information Services

The Statistics and Information Services Unit is responsible for meeting the department's data needs. It strives to enhance the availability, accessibility and quality of statistical data and information for the department and interested organizations and individuals.

The unit collects, processes and produces labour relations data on negotiated wage increases, collective agreement provisions, trade union membership and collective bargaining disputes. Users include government departments, trade unions, employers, researchers and the general public.

The responsibilities of the unit are carried out through two sections: Data Services; and Design and Development. Data Services provides statistical services and maintains a program of information collection, compilation and reporting. Design and Development reviews existing systems of information collection, analysis and communication, and assesses the need for alternate approaches and potential use of technology.

During the year, the Data Services Section received and processed 694 collective agreements. Wage settlement data was collected and reported for 527 collective agreements. Publications produced during the year included **Collective Bargaining Scene/Labour Fact Book** (published quarterly with monthly updates), **Membership in Alberta Labour Organizations 1984**, and **Negotiated Working Conditions in Alberta Collective Agreements**.

The section produced 99 statistical and information reports during the year, representing a 21 percent increase over 1984-85. As shown in Table 1, the section received 1 067 telephone requests for information from a wide variety of public and private sector organizations which represented a 43 percent increase over the previous year. The information requests showed greatest increases for union membership and strike statistics, while the number of requests for occupational wage rates decreased.

The Design and Development Section undertook the primary responsibility for integrating the newly acquired micro-computer into branch operations by coordinating staff training and developing procedures. A systematic review of existing data bases was also initiated.

Support Services Division

Policy and Planning Services

The Policy and Planning Services Unit provides advice, assistance, coordination and resources to the department for policy analysis and development. More specifically, the unit provides comparisons of departmental policies and programs with other jurisdictions; analyzes environment trends, studies and legislation pertinent to the program areas; and develops policy alternatives. It also coordinates the department's issue-based planning process, and the administrative policy and procedures manual. The number of projects undertaken by the unit increased by 25.5 percent over 1984-85, from 98 to 123.

In the policy area, current topics of interest to the department were reviewed and analyzed including equality in employment, mandatory retirement, and hours of work and overtime. The unit prepared reports and coordinated the response necessary to fulfill Alberta's obligation to the various International Labour Organization and United Nations conventions.

In the planning area, the unit provided reports on various economic, demographic, and labour relations trends to assist the department in identifying issues.

The unit also coordinated the updating of an inventory of all department programs and specified their purpose, major activities and components, and the resources allocated to them.

Systems Branch

The Systems Branch coordinates and provides departmental services in the areas of electronic data processing, word processing, records management, mail/courier operations, convenience photocopiers and centralized photocopying/duplicating. The scope of the branch was expanded to include the development and operation of a centralized departmental micrographics service. The branch initiated preliminary planning and acquired appropriate equipment necessary to complete space modification and fully implement the service by July 1986.

The major functions of the branch are to develop, coordinate and control all activities relating to the annual departmental data processing plan; to assist in the acquisition of cost effective word and data processing hardware and software; to design, develop and implement approved electronic data processing systems; to operate and perform maintenance on existing systems; to provide effective support to the department through the use of sophisticated word processing technology; to provide appropriate pickup and delivery of incoming and outgoing mail; to effectively administer a departmental records management program and to exercise the necessary control and coordination to provide the department with an efficient, cost effective centralized and decentralized photocopying operation.

Data Processing Section

In keeping with a departmental thrust to encourage the use of cost effective technological resources in day-to-day operations, the branch coordinated the tender and selection of seven microcomputers and one standalone word processing unit. The branch also provided its expertise in the development of a "Request for Proposal" and the selection, via the tender process, of a professional consulting firm to assess departmental opportunities for the use of cost effective electronic data processing and office automation technology.

During the reporting period, the branch developed and implemented the following microcomputer applications: for the Labour Relations Board, a system to retain and report data on the certification of unions, unfair labour practices, determinations, reconsiderations and revocations; for the Pension Benefits Branch, a comprehensive statistical data base to help promote and regulate the establishment, maintenance, and improvement of pension plans; for the Mediation Services Branch, a management and mediation system to assist in determining trends, patterns, and the status of collective agreements as well as to provide data relating to mediation and arbitration appointments, strikes, lockouts, and sector analysis; for the Boilers and Pressure Vessels Branch, a system for storage and retrieval of data used in processing the application,

Support Services Division

examination and certification for all levels of power engineers and pressure welders; and for the Elevator & Fixed Conveyances Branch, a registry system containing all inspectable elevators and fixed conveyances within the province.

Word Processing Section

The Word Processing Center completed 4 566 author submissions of varying length and complexity which required 3 767 hours of machine time to complete.

Office Services Section

Mail and courier operations encountered little variation from last year's volumes and activities. In the records management area a computer system was developed and implemented to assist in the location and disposition of inactive records as prescribed in various departmental "Request for Records Disposition Authority" schedules approved under Alberta Regulation 373/83 dealing with the control of "Public Records".

The Photocopying / Duplicating Center averaged 232 000 copies per month, an increase of 5.5 percent. Although two additional copiers were acquired and the total departmental photocopies produced increased by 18 percent to 425 115 per month, eighteen existing rental contracts were renewed which, based on comparable continuing volumes, will provide a net savings in the order of $5 000 per year.

Internal Audit Office

The Internal Audit Office was formed in 1980 as part of the reorganization of the finance and administration functions of the department. For several years the office was primarily a financial advisory service. In 1983 its scope was expanded to include operational as well as financial audits.

Reporting functionally to the deputy minister and operationally to the assistant deputy minister, Support Services Division, the Internal Audit Office is responsible for reviewing and evaluating all financial and management control systems in the department. The audit section's expanded service permits managers in the department to undertake both internal reviews of specific financial areas and broader reviews of operations. Operational audits are somewhat more comprehensive than financial audits, and are structured to assess systems, identify opportunities for improvement and develop recommendations for improvements. As well, the internal auditor assists in cooperative projects and programs, serving as part of a team providing strategic departmental reviews requested by senior management. These reviews are used to help the department achieve its objectives in budgeting and in manpower and expenditure control.

In 1985-86, the office concentrated on the review of Support Services Division administrative procedures in the areas of compliance and control procedures, contracting policies and procedures, fixed assets control, purchasing and inventory planning, and accounts payables. Considerable time was also devoted to assist in the introduction of the new CFS/DFS financial system. All externally prepared audit reports were reviewed as part of the consulting service provided by the internal audit office.

Personnel

The Personnel Branch assists the department's program managers to achieve their goals by providing the most effective operational support possible. The branch administers a province wide personnel program for the department of labour in accordance with government legislation, policies, regulations and procedures. The branch is responsible for developing and implementing a comprehensive personnel program which includes the following functions :

(a) Payroll and Employee Benefits Administration

(b) Employee Relations

(c) Staff Development and Training

(d) Organization Development

(e) Decentralized Classification

(f) Management Classification

(g) Management Sub Level Allocation

(h) Human Resource Planning

(i) Performance Appraisal (MPAS/EPAS)

(j) Recruitment and Selection

(k) Wage and Salary Administration

(l) Occupational Health and Safety

The Model For Management Enhancement

The Model for Management Enhancement is an innovative management development program, introduced in the department in 1984. The program saw a number of key achievements during the 1985-86 fiscal year.

A new updated consulting contract was agreed to with the Organizational Development Division of Personnel Administration Office and a broader consulting commitment was provided by PAO. The updated contract also serves as a comprehensive planning document that will be used to manage the model to completion.

The Personnel Branch and various internal and external consultants have to date delivered ten workshops called for in the model. At the end of the reporting period, the model was 31 percent complete with Quadrant One 65 percent and Quadrant Two 48 percent complete.

From December to March a comprehensive Financial and Planning Systems workshop was designed. A consultant was hired and course content developed which integrated two departmental systems (finance and planning) into one workshop.

In-House Training Program

A broad base of in-house course offerings was developed for the next fiscal year. Progress has been made in recent years in establishing a base of instruction in key areas such as performance appraisals, interpersonal communications, the role of the supervisor, stress, and presentation skills.

Participation in the courses has been good. During 1985-86, 88 employees took in-house courses compared to 71 in the previous year.

Recruitment and Selection Control System

A special task force was assigned to examine human resources utilization and control in the department. The task force presented its "Work Force Planning and Control Policy" to the Policy Executive Committee. The policy was subsequently approved and implemented.

The major components of the Work Force Planning and Control Policy are as follows:

1. Revised procedures for recruitment to permanent and temporary positions
2. Recruitment ceilings for divisions, boards and agencies
3. Vacancy discount rate
4. Linkages between budget requirements, program planning and human resource management
5. Deputy Minister's register of vacant positions

The Work Force Planning and Control Policy was developed in response to two major organizational needs - first, the need for the department to maintain a vacancy discount rate and second, to have a work force planning mechanism that would provide greater flexibility and decision making at the division/board/agency head level. Work was begun on a user manual to streamline the administration of this policy. This constitutes a major policy to enhance human resources planning and utilization in the department.

Labour Division

Employment Standards Branch

The Employment Standards Branch is responsible for ensuring that employers and employees are aware of their responsibilities in the workplace. The branch's legislative mandate is contained in the *Employment Standards Act* and the *Industrial Wages Security Act.*

The programs provided to meet the branch's responsibilities are Dispute Resolution/Compliance, Education, Special Employment and Standards Development. These programs are administered to ensure that employers, employees and the public are aware of their rights and responsibilities regarding the regulation of hours of work; the payment of wages, vacation and general holiday pay; the termination of employment; maternity benefits; and the employment of adolescents and young persons.

The branch has offices in Calgary, Red Deer, Medicine Hat, Lethbridge, Edmonton, Grande Prairie, and St. Paul, with head office located in Edmonton.

Dispute Resolution/Compliance

This program involves the investigation of claims registered by employees who allege that their employers are not complying with the provisions of the *Employment Standards Act* or *Industrial Wages Security Act.* When a dispute arises, an employment standards officer conducts an investigation as a neutral third party and endeavors to effect a mutually acceptable agreement between the parties. When the dispute is resolved the officer provides the parties with information to reduce the possibility of future disputes. If the dispute cannot be resolved an officer may issue orders, declarations or determinations which can be appealed by the employer or employee to an umpire. If the officer finds a claim cannot be substantiated, the officer issues a decision which may be appealed to the director. The director may review the matter personally or direct another officer to review it. Depending on the results of the review,the director or officer may make an order.

Table 2 compares activities of this program over the past three years. There was a slight drop in the number of claims filed during the 1985-86 fiscal year. Although the total figures reflect a decline, a noticeable monthly increase in claim activity has occurred since December 1985. This trend appears to reflect a decline in economic activity similar to that experienced during the 1983-84 fiscal year.

Table 3 provides a summary of umpire system activity and the disposition of orders. The increase in appeals resulted from two employers who appealed approximately 500 orders. The umpire system has been successful in providing a relatively inexpensive, timely method of dispute resolution. The resolution of disputes through an appeal of an order to an umpire, precludes in most instances, a court action and speeds up the settlement process.

Education Program

The Education program assists employers, employees and the public by fostering awareness, understanding and application of the *Employment Standards Act* and regulations.

Information relating to the *Employment Standards Act,* branch programs and the role and purpose of the branch are effectively communicated through workshops, seminars and participation at association conferences and trade fairs.

Workshops were held regularly in Edmonton and Calgary and rural districts throughout the province.

As shown in Table 4, attendance at the Payday Survival workshop on wages continued to increase. These full day workshops are in strong demand by employers representing a wide range of industries. Several large corporations use the workshop as part of their administrative training package for their employees.

A branch education/communication plan was completed during the year. This plan is intended to broaden the education program to increase awareness and understanding of employment standards among employers and employees.

Table 4 indicates increases in the number of educational activities and attendance. This can be attributed to the level of interest demonstrated by employers, employees and the public in the various

education programs available.

In addition to the formalized components of the education program, regional offices provided information and assistance in response to an average 1 000 telephone enquiries daily. Many more people are assisted when they come directly to the regional offices to obtain information related to the Act and Regulations. Information officers in Edmonton and Calgary also visit businesses where problems have been identified, and those that have requested information specific to their industry.

Industrial Wages Security

The *Industrial Wages Security Act* requires employers in the lumber industry to post security to ensure wage protection for their employees. Activities include claim registration, investigation and resolution, maintenance of the security account and specific education activities for employers and employees.

Activity by the branch in the coal mining industry has declined continually. As a result, the Act was amended to remove the necessity for employers in the coal mining industry to post security. Approximately $60 000 in security was returned to employers in this industry.

Table 5 shows a considerable reduction from the previous year in monies collected. This is a result of fewer employees in the industry and greater compliance with provisions of the *Employment Standards Act* relative to payment of wages and entitlements. The reduction in securities held is related to amendments to the Act which provide for flexibility in issuing exemption certificates where the employer has demonstrated an acceptable record of compliance.

Special Employment Programs

The Special Employment Programs section assists employers, employees and industries who, because of their unique situation, require more flexible application of the provisions of the *Employment Standards Act*.

Special employment programs enable the branch to provide some flexibility in the legislation to allow employers and employees to enter a work related agreement which is satisfactory to both, while ensuring that the principles of employment standards are maintained.

A sampling of Special Employment activities is contained in Table 6, showing an increase in most activities in 1985-86. This reflects that businesses are utilizing various working condition alternatives to remain competitive in meeting both the needs of their employees and the demand for their products and services.

Standards Development

This program was introduced to the branch during the 1984-85 fiscal year. A need was identified to ensure that employment standards in Alberta are contemporary and consistent with the needs of employers and employees. The *Employment Standards Act* is open to interpretation in many areas and this program ensures consistency of application over time and throughout Alberta. An important activity of the program is to ensure that Alberta's standards are developed with an awareness of standards in other jurisdictions in Canada. Potential legislative changes are identified and initiated by this program.

Mediation Services Branch

The Mediation Services Branch deals with mediation of collective bargaining impasses, preventive mediation and grievance arbitration appointments. Through its staff in Calgary and Edmonton the branch provides third party assistance to labour and management in preventing and resolving labour disputes, and assists in establishing effective relationships between employees, unions, and employers.

Dispute Resolution Activity

Public sector bargaining provided the majority of activity in this fiscal period. Cities, towns, and counties were actively bargaining with teachers, support services, fire and police. Relative labour peace was evident with the majority of agreements settled without job action from employers or trade unions.

Labour Division

In the private sector, breweries were faced with a strike/lockout situation that lasted for 2-1/2 months, and was eventually settled with a three year agreement.

Collective bargaining in 1985/86 brought wage increases that were in the low single digit range. Emphasis was still being placed on job security issues. Specific information on settlements is published in **Collective Bargaining Scene/Labour Fact Book**, available from the Planning and Research Branch.

Strike and lockout activity, in general, was reduced from the level witnessed in 1984-85.

Preventive Mediation

Preventive Mediation programs conducted by the Mediation Services Branch make available to labour and management both formal and informal programs and assistance through labour-management committees, joint training, grievance mediation, first agreement orientation, and relationship by objectives (R.B.0.).

As shown in Table 7, Grievance Mediation continued to be a highly used component of the Preventive Mediation Program. The branch witnessed considerably increased activity in the Joint Training component of the program. Both public and private sector organizations requested and received joint training programs, and were very satisfied with the results.

A major public employer utilized the Relationship by Objectives program by involving some 40 management and trade union members in the program, with the assistance of six mediators. This is the second such exercise conducted by the branch in the last two years. Results have been extremely satisfactory.

Grievance Arbitration

The branch continued to provide assistance to the Minister of Labour in appointing arbitration board members, chairpersons, and single arbitrators, as required by the *Labour Relations Act*. During the 1985-86 fiscal year, 34 appointments were made, down from 39 in 84-85 and 59 in 83-84.

Pension Benefits Branch

The Pension Benefits Branch is responsible for the administration of the *Pension Benefits Act*. The principal objective of the Act is to safeguard employees' entitlements to benefits promised under pension plans and to assist and encourage employers in the establishment, maintenance and improvement of pension plans in Alberta.

With the exception of certain exempted pension plans identified under Section 21 of the Regulations, the Act requires that every pension plan covering employees in Alberta be registered with the branch, in order to ensure that each plan complies with the terms and conditions of the Act throughout the plan's lifetime.

In accordance with the Act, the branch can refuse to register pension plans that do not qualify and can cancel Certificates of Registration previously issued. Branch staff monitor pension plans to ensure they are administered correctly, that pension plan funds are sufficient to cover earned benefits, and that pension plan monies are prudently invested and managed.

As authorized by Section 5 of the Act, Alberta is a party to two agreements, one with the Government of Canada and the other with those provinces having legislation similar to the Act. Both agreements provide for the reciprocal registration, audit and inspection of pension plans. Under these agreements, a pension plan subject to the legislation of more than one authority is supervised by the authority which has jurisdiction over the greatest number of plan members. The branch carries out the duties and responsibilities of other authorities in cases where reciprocal agreements apply.

The branch is also the repository for trust agreements relative to employee benefit plans filed under Section 151 of the *Labour Relations Act*. Filed trust agreements and amendments are reviewed for possible inadequacies or inconsistencies with regard to the intent and purpose of the agreement.

Plans Approved and Discontinued

As outlined in Table 8, the Pension Benefits Branch examined 350 new pension plans during the 1985-86 fiscal year. Of these, 348 received Certificates of Registration. This represents the

highest number of new plans receiving a Certificate of Registration since 1969.

The continued increase in the number of plans being registered since 1980 is a result of a decision by Revenue Canada, Taxation, to accept pension plans that provide benefits primarily for significant shareholders of a company and their relatives. Of the 348 plans that received Certificates of Registration in 1985-86, 76 percent provided benefits primarily for significant shareholders.

On March 31, 1986 the branch was responsible for the supervision of 1 996 pension plans, which included 36 plans reviewed and awaiting further documentation before approval for registration was given.

Under the reciprocal agreement provision of the *Pension Benefits Act*, two plans were transferred to the jurisdiction of Alberta, and five were transferred from Alberta to other jurisdictions. During the year under review, 754 amendments were approved to plans supervised by the branch.

In the year ending March 31, 1986, 118 plans, covering 1 086 employees, were discontinued. Twenty-five of these, covering 153 employees, were discontinued because of financial problems. Twenty-four plans were discontinued because there were no members left. Twelve were discontinued because they merged with other existing pension plans, and the plan members had their benefits transferred to the other registered plans. These 12 plans covered 62 percent of the plan members affected by plan discontinuances in the fiscal year 1985-86.

Contributions to pension plans supervised by the branch during 1985-86 totalled more than $277 million. This figure represents an increase of approximately 1 percent from the total contributions made in the previous year.

Total employee contributions increased to approximately $64.3 million from the previous year's total of $60.5 million. Total employer contributions decreased approximately 1 percent to $212.7 million. The decrease in employer contributions was due mainly to the use of surplus funds to offset required employer contributions.

In a number of plans, surplus monies resulted both from favourable investment performance and from experience better than that assumed by the actuary. In certain plans with large surpluses, the branch consented to a refund to the employer of a portion of the surplus generated by employer contributions.

In the 1985-86 fiscal year, refunds were made from 25 continuing and 19 discontinued plans. The total amount refunded was $81.9 million.

Altogether, 226 644 employees were covered by the 1 996 pension plans supervised by the branch. Of these employees, approximately 34 percent were employed in other jurisdictions. The number of Alberta employees covered by plans supervised by the branch decreased approximately 2 percent from the previous fiscal year to 150 305.

Canadian Association of Pension Supervisory Authorities

Legislation similar to the *Pension Benefits Act* of Alberta has been enacted by the governments of Canada, Newfoundland, Nova Scotia, Quebec, Ontario, Manitoba and Saskatchewan. Authorized representatives of the various authorities are members of the Canadian Association of Pension Supervisory Authorities (CAPSA). During the period covered by this report, CAPSA met twice to review various aspects of pension plans and pension legislation. CAPSA continued its efforts towards achieving as much uniformity as possible in pension legislation.

Other Activities

As in previous years, the branch dealt with a large number of inquiries relating to pensions. It provided assistance to employees, employers, the pension industry and other government departments on various pension matters.

Branch officials continued to meet with other provincial and federal representatives and the public on issues regarding changes to the Act.

On May 29, 1985, Bill 79, the *Employment Pension Plans Act* was introduced as a final consultative document for public comment. The key issues addressed in the bill were:

- minimum plan eligibility standards of two years of service and an earnings test for both full-time and part-time employees,

- vesting and locking in after five years of service,

- reasonable rate of interest credited to employee contributions,

- minimum pension portability requirements,

- spouses of deceased vested employees will be provided with a pension having a value at least equal to 60 percent of the value of the pension accrued to the member,

- employees with spouses must choose a pension that will provide a pension of at least 60 percent to the spouse on the employee's death; this requirement may be waived by the spouse,

- employers will be required to pay for at least 50 percent of an employee's accrued pension in defined benefit plans.

The bill was distributed to employers and the pension industry, and meetings were subsequently held with various representatives of interested groups.

The branch continued to develop a revised bill incorporating comments received on Bill 79.

General Safety Services Division

Boilers and Pressure Vessels Branch

The objective of the Boilers and Pressure Vessels Branch is to provide for a safe environment for Albertans wherever boilers and pressure vessels are in use and to foster the development of the pressure vessel manufacturing industry. The branch pursues these goals and encourages good safety practices by its administration of the *Boilers and Pressure Vessels Act and Regulations,* which provide for boilers, pressure vessels and pressure piping systems to be designed, constructed, installed and operated according to adopted standards.

Branch operations are divided into three main areas: design surveys, inspections and examinations.

Design Surveys

Designs for boilers, pressure vessels and pressure piping systems are submitted to the branch for review and registration. The branch surveys them for compliance with regulations and with applicable codes governing sound engineering practices, material specifications, welding and construction procedures, and quality control systems.

During the reporting period the designs surveyed increased by 13 percent from the previous 6 788 to 7 661 as shown in Section A, Table 10. This figure surpassed a record level of 6 874 set in 1982-83.

Many companies with registered quality control systems diversified their manufacturing product base into the construction of pressure vessels and pressure piping systems. This required the branch to increase efforts to assist companies to develop and implement a quality control systems approach to inspections. As shown in Section B of Table 10, the number of companies with registered quality control systems increased from 232 to 277, or 19.4 percent from the previous year.

Inspections

The branch inspects and tests boilers and pressure vessels during and after construction and after installation, at which time certificates are issued to permit their operation in Alberta.

Section C in Table 10 shows the total number of inspections completed increased 24.1 percent from 45 212 in 1984-85 to 56 095 in 1985-86.

The number of new vessels constructed in Alberta increased by 19.4 percent from 6 588 to 7 867 as shown in Section D. A considerable number of these vessels were constructed for export to other provinces, the U.S.A., and overseas markets.

Examinations

Persons who operate power and heating plants, and those who are employed to weld boilers, pressure vessels or pressure piping systems, must obtain certificates of competency issued by the branch. The branch awards certificates for power engineers, building operators, and pressure welders upon their successful completion of examinations. These examinations, conducted in all branch regional and district offices, are designed to ensure that certificate holders have the standards of experience, competency and knowledge required in their respective fields.

Section F in Table 10 shows that the total number of examinations written by engineers and building operators increased 7.4 percent from 5 418 in 1984-85 to 5 817 in 1985-86. A decrease of 15.5 percent from the previous year in the number of pressure welder's examinations conducted is indicated. This is the result of changes in the regulations to allow authorized companies to conduct some of the performance qualification tests for pressure welders previously done by the branch.

Other Activities

The branch investigates accidents involving boilers, pressure vessels, power plants, heating plants, and pressure plants to identify causes and prevent the recurrence of accidents. Its investigations also assist in determining whether legislative changes are necessary. Section G in Table 10 shows that the number of accident investigations increased from 50 in 1984-85 to 73 in 1985-86.

A fee regulation was introduced that consolidated all fee schedules previously contained in three separate regulations under the *Boilers and Pressure Vessels Act.* This new regulation provides for an

easier fee reference for the public. A revision was also made to the Pressure Welders' Regulations to expand the scope of apprentice welders engaged in pressure welding. This change complements the apprenticeship training program and satisfies industry's needs in the use of apprentice welders.

In order to enhance the efficiency of operations the branch made greater use of electronic data processing equipment.

A pamphlet was developed for distribution to plumbers and general contractors informing them of requirements for the safe installation and maintenance of heating boilers. An accident reporting guide for the owner or person in charge of a boiler, pressure vessel, or pressure piping system was prepared and distributed. This guide was designed to assist owners in identifying the cause and the action required to prevent the recurrence of a similar accident.

Building Standards Branch

The objective of the Building Standards Branch is to assure reasonable safeguards of life, health, property and public welfare in (1) the design, construction or occupancy of new buildings and (2) the alteration, reconstruction, demolition, removal, relocation or change of occupancy classification of existing buildings. To this end the branch monitors the application of the standards set out in the *Alberta Building Code.*

The branch monitors standards compliance largely through authorized municipalities, which administer and enforce the *Alberta Building Code.* Of the 353 municipalities in Alberta, 304 have requested and received authority to administer and enforce the code within their boundaries. The branch provides administrative and technical advice on building code requirements, enforcement and material approval to all municipalities in the province. The branch also assists small municipalities in code enforcement by reviewing plans and inspecting the more complex projects.

As part of its responsibility for the general safety of the public, the branch operates a materials approval system that evaluates building products and practices for compliance with the building code objectives. Although a manufacturer may obtain municipal acceptance for its building products, such approval is valid only for the particular municipality where it is granted. Evaluation of building products by the branch can provide province-wide acceptance if a manufacturer wishes.

The branch, in its assistance program for small municipalities and in response to special requests, reviews building plans for all classes of buildings and carries out inspections of some construction work in progress. Table 11 shows that, during the reporting period, the branch examined plans for 1 462 building projects involving a total floor area of 792 440 square meters and an estimated value of $436 million.

These figures indicate approximately a 10 percent decrease in the number of projects the branch handled and a 7 percent decrease in total floor area of buildings.

The decrease was largely in institutional construction as the prototypical hospital program is nearing completion. Construction for other occupancies, such as assembly, residential, office, mercantile and industrial was stable. Inspectors were able to maintain the desired minimum frequency of inspections. A quality assurance and labelling program was instituted for industrial camp manufacturers.

With the object of uniform application and improving understanding of building standards legislation, the branch develops and conducts training programs for municipal and provincial inspectors, and seminars and workshops for individuals and associations involved in the construction, alteration and occupancy of buildings. Many seminars were presented to interested user groups to outline changes to a new edition of the *Alberta Building Code.*

The *Alberta Building Code* 1985 was published and came into effect on June 30, 1985 after a long period of public review and comment. The code has as its base document the *National Building Code* 1985 published by the National Research Council.

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The *Alberta Building Code* now includes many health related constuction items which were transferred from the health regulations and in the process many items were streamlined and others were deregulated.

The branch's Committee for the Review of Building Standards for the Disabled met to review the changes incorporated in the *Alberta Building Code 1985.* A sub-committee was struck and began producing a handbook of guidelines to building and site design standards to meet the needs of disabled people. This illustrated handbook is expected to be published in 1987.

The branch provides a secretariat for the Alberta Building Standards Council. The Council's function is to hear appeals to building inspectors' orders and to act in an advisory capacity to the minister and the department. The Council received 21 appeals during the 1985-1986 fiscal year.

The Council reviewed proposed changes to the *Alberta Fire Code* and submitted a report to the Minister. Sprinkler requirements in industrial buildings were reviewed and a change was recommended to the *Alberta Building Code 1985.* At the request of the minister, the Council also examined and reported on an Ontario public inquiry into fire safety in high rise buildings.

As of March 31, 1986 the membership of the Council was:

Eric B. Jacobsen, Chairman
Louis Day
Ray Zimmel
Cliff Nelson
Ron C. Logan
W.M. Wright
Lloyd Wilson
Darrel J. Danyluk
Ron Axelson
L.G. Powell

Electrical Protection Branch

The objective of the Electrical Protection Branch is to prevent the incidence of electrical accidents and fires in Alberta through the delivery of three broad electrical safety programs. The programs, which were developed under authority of the *Electrical Protection Act,* consist of Safety Standards Development, Regulatory Compliance, and Electrical Safety Education. Personnel in twelve strategically located offices throughout the province and in a central office in Edmonton administer the branch programs.

Safety Standards Development

The branch participates in the development of provincial and national standards which are recommended for adoption in Alberta and are instrumental in providing safe electrical equipment, installations, and work procedures for industry and the general public. Representatives from the many sectors of industry affected also provide input during the development of the standards. During the year, the branch was involved in the activities of 13 of the 40 section committees that develop national rules contained in the *Canadian Electrical Code,* Part I. This code is the adopted safety standard for electrical installations in Alberta. The branch also participated in the development of Canadian Standards Association (CSA) safety standards for electrical equipment through membership on 30 subcommittees, two technical committees and two standard steering committees. The safety rules for the electrical and communication utility industry in Alberta were extensively revised and adapted to current industry technology. A new General Safety Regulation was adopted, replacing a number of obsolete and duplicated electrical standards and amendments.

Regulatory Compliance

This program provides safety services by: issuing permits covering electrical installations; certifying master electricians; inspecting industrial, commercial, institutional, residential and rural wiring installations as well as electrical utility generation and distribution systems; reviewing plans and specifications for proposed large and complex electrical installations; and approving electrical equipment.

Permits for electrical installations are issued to master electricians and to home owners who are eligible

General Safety Services Division

to install their own wiring. The permits provide the branch with information to use in monitoring installations for compliance with standards and regulations. As shown in Table 12, the number of permits issued increased by 6.3 percent and plan reviews increased by 8.8 percent, indicating a slight increase in electrical construction activities. Inspections of permit covered installations decreased by 4.8 percent.

Consistent with a quality assurance concept, a certification program for master electricians assures that only competent persons are eligible to obtain permits to do electrical contracting for the public. The contractors' activities are reviewed annually and where poor performance is demonstrated, the contractor is denied the privilege of taking out permits until corrective work is completed. The total number of master electrician certificates issued or revalidated increased by 7.3 percent from the previous year. The number of persons who wrote the master electrician exams increased by 2.3 percent.

Electrical equipment approval activities are designed to identify and prevent the continued manufacture and distribution of unsafe electrical equipment which may cause a shock or fire hazard. The branch accomplishes this by making inspections at manufacturing and distribution facilities and responding to complaints regarding unsafe and unapproved electrical equipment. When specialized electrical equipment is required for a particular purpose and CSA approved equipment is not available, industry may apply for the special equipment approval service provided by the branch. This service provides the opportunity for an Alberta manufacturer of electrical equipment to establish market viability in Alberta before entering a certification agreement with CSA to enable widespread marketing outside the province. The inspection and approval of electro-medical equipment was transferred to CSA during the year; however, activities in the approval area increased slightly over the previous year.

Electrical Safety Education

The branch conducted a public safety awareness program which included investigating and documenting electrical accidents and fires suspected of having had electrical origin. Branch staff distributed literature and accident summaries at safety seminars and meetings in response to requests and demonstrated needs. Educational seminars and meetings are held regularly for the electrical industry for the purpose of improving uniformity in the application of safety standards. The 14th Edition of the *Canadian Electrical Code*, Part I has been in existence for the past three years. As a result, there was a substantial decrease in code seminars.

The branch issued approximately 13 500 quarterly technical and safety information bulletins to persons representing various segments of the electrical industry in Alberta.

As shown in Table 12, seven fatalities due to electric shock occurred during the year, an increase of three from the previous fiscal year. Injury related electrical accidents reported to the branch decreased by 26.8 percent from 112 to 82. The number of investigations of fires believed to be of electrical origin decreased by 20.8 percent from 77 to 61.

Elevator and Fixed Conveyances Branch

The objective of the Elevator and Fixed Conveyances Branch is to develop and implement programs to ensure that a high level of safety is maintained on vertical, horizontal and inclined transportation systems in buildings and recreational areas. These programs cover many types of equipment, including passenger and freight elevators, elevating devices for disabled people, platform lifts, escalators, moving walkways, dumbwaiters, personnel hoists, powered manlifts, inclined passenger lifts, aerial tramways, gondolas, chairlifts, T-bars, rope tows and all types of power operated amusement rides.

The work of the branch is divided into three major areas of activity: review of drawings, inspections and tests, and accident investigation. The branch reviews drawings and specifications to check for conformity to regulations. It carries out inspections and tests to determine whether equipment is installed and maintained according to accepted standards for public safety. The branch conducts accident investigations in an effort to prevent similar accidents from occurring. It

is also involved in the development of regulations pertaining to equipment covered by the inspection program through cooperation with industry, the Canadian Standards Association and other regulatory bodies.

Table 13 provides statistical data on major activities during 1985-86 and comparisons with the two previous years. The total number of inspections conducted in 1985-86 is somewhat less than in 1984-85 and reflects an adjustment made to the priorized inspection program initiated in 1982-83. This most recent adjustment was necessary to maintain an appropriate level of inspection in critical areas that would otherwise not have been possible due to a reduction in staff. The number of new installations increased slightly over the previous year from 204 to 240 units.

During the reporting period, the branch was involved with a number of special projects. It worked in cooperation with the design teams, equipment manufacturers and contractors in relation to special lift equipment being developed and installed at the Mt. Allan and Canada Olympic Park sites for the 1988 Winter Games.

The branch continued its seminar program for fire departments throughout the province. The seminars deal with features now being built into control systems to accommodate special emergency service, and the operation of elevators on a building's emergency power supply, in accordance with the *Alberta Building and Elevator Safety Codes.*

The Branch worked closely with design personnel and installation contractors in connection with the installation, inspection and testing of four major and several smaller amusement rides at West Edmonton Mall's Fantasyland.

Fire Prevention Branch

The Fire Prevention Branch strives, with the assistance of municipal fire departments, to minimize the number of fires, fire fatalities and injuries, and the amount of fire-related property damage in Alberta.

Branch personnel inspect buildings and facilities to ensure they meet acceptable levels of fire and life safety. Branch staff also conduct fire loss investigations throughout the province and offer assistance to fire and police departments conducting their own fire investigations. High priority is given to the investigation of fire fatalities and arson related fires.

Staff members develop and present training and information programs for municipal and industrial fire departments in Alberta. These cover a range of topics including fire suppression, prevention and investigation. Staff also conduct fire safety education programs for the general public dealing with the hazards of fire, sources of ignition and actions to take in the event of fire. The branch collects and disseminates statistical information on fires.

The *Alberta Fire Code* came into force in August, 1984. It was established to provide uniform fire safety regulations throughout the province. Meetings and seminars are regularly held in various locations to ensure uniform application and to familiarize local authorities with the contents of the code.

The Fire Prevention Council which was established in 1983, effectively carried out its responsibilities as an appeal body and advisory body to the Minister. In addition to hearing 40 appeals of compliance orders issued pursuant to the *Fire Prevention Act,* the eleven member council reviewed the *Fire Code* to consider proposed amendments. The council also undertook a special study of the fire protection requirements for existing autobody shops that involve paint spray application.

On March 18, 1986 the Minister requested the council to assume the responsibility of serving as an independent body to which interested parties may express their ideas and views pertaining to training programs.

General Safety Services Division

As of March 31, 1986 the membership of the Council was;

James R. Morrison - Chairman
Martin F. Chapman - Vice-Chairman
Harry Dowhan
Jack D. Edworthy
Malcolm (Mike) Faille
Roger J. Field
Don Goedbloed
Wayne G. Stanyer
Allen Stephanson, and
Albert Wagner

A vacancy on the council created by the resignation of R. Hurlburt was not filled by year's end.

Branch inspection services are available from six regional offices throughout Alberta. The branch priorizes certain occupancies and places special emphasis on the inspection of assembly, residential and institutional occupancies in smaller municipal centres with limited fire prevention resources. Two special inspection teams were formed to conduct inspections of medical care facilities and prisons which were upgraded throughout the province. As well, regular inspections were conducted of educational facilities that require, or are in the process of, upgrading.

The Fire Prevention pilot project for Northern Alberta undertaken at the request of the Northern Development Council is well underway, working to reduce the loss of life and property from fires. A school fire safety education program was established and is benefiting people in the northern part of Alberta. A second phase of this pilot project involves the communities of Desmarais/Wabasca and Calling Lake. The branch trained three residents from the area in basic fire safety; these trainees strive to improve fire safety through home inspections and public education programs.

In conjunction with Alberta Housing the branch established a contract with an architect to conduct a study of fire safety in homes. This project, to be completed early in 1987, will suggest directions that may be taken to reduce the number of fires, injuries and fatalities in single family dwellings.

A four month fire safety/prevention education program directed to school children in grades 1 to 6 and the general public was continued at selected locations in the province with high fire death rates. Approximately 21 000 people saw an eight panel display and talking robot fire hydrant, used at three major exhibitions and trade fairs and five shopping malls to promote fire prevention and methods for surviving a fire. Approximately 32 000 pieces of fire safety literature were distributed.

Seventeen regional fire prevention committees, consisting of fire department representatives, continued to meet regularly with branch staff to discuss fire prevention and inspection programs. These groups continue to increase the levels of interest in fire prevention at the municipal level.

Police and fire authorities subjected a number of fire losses in Alberta to detailed examination. Such investigations are required by the *Fire Prevention Act* when a fatal fire occurs, when arson is suspected or when the cause of the fire is undetermined. During 1985-86, 952 detailed investigations were carried out and branch staff assisted in 319 of them. Included were 29 fires causing 30 deaths. The investigations conducted during the year revealed 642 arson fires, a slight reduction from the year previous.

Another major activity of the branch is the training of fire department personnel. In order to maximize the effective use of the facilities and equipment of the Alberta Fire Training School at Vermilion, the branch continued to emphasize localized training by the various fire departments. The school provides the fire departments with all course material and training aids, while the fire department provides the instructors. Evaluations and testing are conducted by branch staff and each successful candidate receives a certificate issued by the school. Such an arrangement permits the Alberta Fire Training School to focus its efforts on specialized training programs.

The number of persons trained continued to increase. Enrollment for 1985-86 showed a 6 percent increase over the previous year. Table 14 provides additional information on the branch's programs and activities.

Plumbing and Gas Safety Services Branch

The objective of the Plumbing and Gas Safety Services Branch is to assist in creating a safe environment for the public with respect to plumbing installations, sewage disposal systems and the distribution and use of natural and propane gases. The branch pursues this objective through the administration of the *Plumbing and Drainage Act*, the *Gas Protection Act* and regulations governing the acceptance, installation, alteration, repair and maintenance of plumbing and gas systems.

The branch's wide range of activities serving the plumbing and gas industries and the public are administered through a head office and 12 regional offices located throughout the province. The activities are divided into three programs: Safety Standards Development; Safety Education, Training and Support; and Safety Regulation Compliance.

Standards Development

Through its membership in various organizations such as the National Research Council, Canadian Gas Association, Interprovincial Gas Advisory Council and a number of Alberta technical committees, the branch has an effective voice in developing and establishing equipment and installation standards and regulations which provide a high degree of public safety. This involves participating in the development of standards covering technically advanced equipment such as aluminum pipe for drainage applications and high efficiency gas furnaces, as well as in monitoring the effectiveness of existing standards covering plumbing and gas fixtures, appliances and equipment.

During the reporting period, in cooperation with municipal inspection authorities and provincial technical committees, new plumbing and drainage regulations were developed. The new regulations provide a great deal of flexibility in the design of plumbing systems. Of significant importance are sections in the regulations which allow a municipality to regulate storm water run-off to sewer systems as a method of controlling potential flooding problems.

Safety Education, Training and Support

The goal of this program is to ensure that municipal and provincial inspectors and the plumbing and gas industries are aware of existing standards, regulations and installation procedures, and that the public is informed and safety conscious.

Public safety education is provided through meetings, pamphlets and media advertising. In 1985 a pamphlet designed to improve public awareness and understanding of the hazards associated with carbon monoxide was published and made available to the public in regional offices and at public meetings. In co-operation with Alberta Environment, a booklet covering installation procedures for sewage disposal systems was developed. The booklet outlines the specific services provided by the two departments.

Because of the expanding use of natural gas and propane as a carburetion fuel for highway vehicles, the branch placed considerable emphasis on the upgrading and training of tradespeople who convert vehicles to these fuels. In addition, training programs for individuals involved in handling the fuels at vehicle and container refill centres were given a high priority. Table 15 shows that there was a 39 percent increase in the number of tradespeople taking seminars over the previous year.

Safety Regulation Compliance

Under this program, installation permits are issued to qualified plumbers, gasfitters, contractors and homeowners. A monitoring type of field inspection program is provided throughout the province except in some of the larger municipalities which have their own permit and inspection programs. In addition, the branch issues certificates to qualified tradespeople, investigates accidents and provides a consultative plan examination service.

Plumbing and gas equipment is required to comply with recognized national standards. There are two programs used to monitor compliance with the national standards. One is through national certification by a recognized agency such as the Canadian Standards Association and the other is a local provincial approval program. The local program provides testing for unique equipment for which it is not practical or feasible to obtain certification from a national laboratory such as the Canadian Gas Association. It is also intended to

General Safety Services Division

provide a special service to assist small Alberta manufacturers until their production increases and warrants certification by a national agency.

Of importance during the year was the on-going inspection program monitoring the conversion of highway vehicles to natural gas and propane at vehicle conversion centres. At the end of fiscal year 1984-85, there were approximately 1 000 vehicles powered by natural gas and more than 20 000 by propane operating in Alberta. There were five public natural gas vehicle fuelling stations in Alberta, two in Calgary and one each in Medicine Hat, Brooks and Airdrie. In addition there were five natural gas fuelling stations operated by private companies for their own fleet of vehicles. The inspection staff worked very closely with the installers in the design and construction of these refuelling facilities.

Table 15 shows there was a reduction in the number of workers certified from 537 to 433 or approximately 20 percent. As in the previous year, this was due to an amendment in the regulation governing certification of gasfitters which extended the certification renewal period from one year to five years.

Table 15 also shows there were four fatal accidents investigated. Carbon monoxide was suspected of being a contributing factor in one of the fatalities. Another involved a small child who fell into a septic tank and drowned. A third death involved the driver of a propane powered vehicle when the propane piping ruptured during a traffic accident. The fourth fatality was not attributed to the gas installation.

Alberta Labour Relations Board

The fiscal year 1985-86 was a period of transition for the Alberta Labour Relations Board. Alex Dubensky, Q.C., retired as board chairman after a long and distinguished career in labour relations, and was succeeded by Andrew Sims. The Board increased its membership from 16 to 20 with the retirement of three members and the appointment of seven new members.

The period also saw a number of administrative changes, primarily as a result of automation, and some important developments in case law and policies. The number of cases handled by the board increased although the number of days spent in hearings decreased.

The uncertainties in the construction industry continued to have a major impact on the Board's caseload.

Board Membership

The Board is composed of a chairman, one full-time and one part-time vice-chairman, 10 employer representatives and 10 employee representatives. All are appointed by the Lieutenant Governor in Council. The Board's expansion allows for more expeditious scheduling, and gives the Board even more diverse representation from the various segments of the Alberta labour force.

On November 1, 1985, Alex Dubensky, Q.C. retired as chairman of the Alberta Labour Relations Board. Mr. Dubensky first joined the Board as Chairman in 1977. In 1980, he was appointed Deputy Minister of Alberta Labour, and in 1984 he returned to the Labour Relations Board as chairman.

Andrew C.L. Sims, former part-time vice-chairman, was appointed chairman in November, 1985. Mr. Sims holds Bachelor of Arts and L.L.B. degrees from the University of Alberta. Following his graduation in 1974 he articled and practiced law in Edmonton specializing in labour relations.

The Board saw the retirement of three members at the end of 1985: Leo Chikinda of Calgary served as a member of the Board from 1973 and as a vice-chairman in 1984; Keith Aldridge of Calgary served as a board member from 1978 and Orville Fletcher of Calgary served as a board member from 1983.

Seven appointments were made to the Board as of January 1, 1986 :

Scott Boyd - manager, Industrial Relations with Canada Safeway Ltd. in Calgary.

David Fagan - manager, Contruction Labour Relations with Associated-Kellogg Ltd. in Edmonton.

Lynda Flannery - manager, Labour Relations and Regulatory Affairs for Husky Oil Operations Ltd.

Glen Hyslop - vice-president of Administration and Finance with the Calgary General Hospital.

Norm MacLellan - national representative of the Canadian Paperworkers Union and a vice-president of the Alberta Federation of Labour.

John Rodden - business agent for the Operating Engineers, Local 955.

Sheryl Wowk - employee of Air Canada, and former Human Rights Commissioner.

The Board's Authority

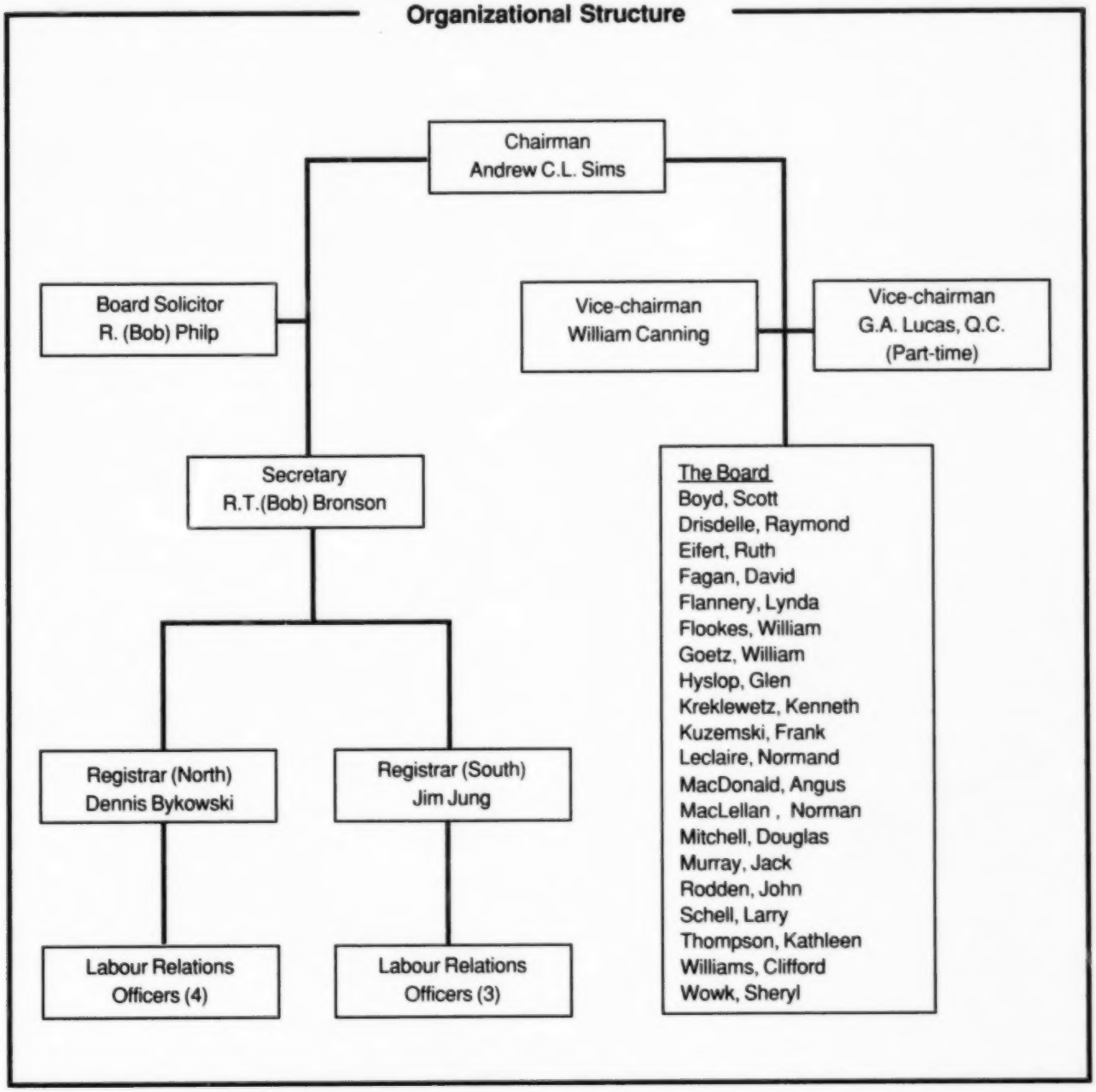
The Alberta Labour Relations Board is responsible for the administration of the *Labour Relations Act*, which covers approximately 70 percent of union-employer relationships in the province. The Act gives the Board authority over many aspects of collective bargaining such as certification of trade unions, unfair labour practice complaints, unlawful strikes and lockouts and the revocation of bargaining rights.

The Board is a quasi-judicial body, combining administrative and judicial functions. It attempts to avoid being overly technical in making its determinations and strives to keep its hearings and procedures informal and expeditious. Wherever possible, settlement of disputes is encouraged through the use of experienced labour relations officers.

The Board has exclusive authority to carry out its duties under the Act and to decide all questions of fact or law that arise in any matter before it. The Board's decisions are not subject to appeal and judicial review is limited. However, the Board has the power to

Alberta Labour Relations Board

Organizational Structure



reconsider any of its decisions, either on its own motion or at the request of an affected party. The Board also has the power to determine its own practices and procedures.

In 1985 there were 298 070 unionized employees in the province. The Labour Relations Board had jurisdiction for 204 000, or 68.4 percent, while 51 000, or 17.8 percent came under the *Public Service Employee Relations Act*. The remaining came under federal legislation.

Administrative Directions

Much of the Board's work load is administrative. Under the general direction of the chairman, the board secretary is responsible for the day to day administration and field services.

Reporting to the secretary are two registrars, one in Edmonton, responsible for the northern region, and the other in Calgary, responsible for the southern area. Every application received by the Board enters the system through the registrar's offices. They determine the hearing dates, assure the effective and efficient processing of each case and communicate with the parties in all matters relating to the scheduling of hearings or case processing problems.

The seven labour relations officers process complaints alleging contravention of the Act and may, depending upon the nature of the complaint, be appointed to attempt to settle the matter without the necessity of hearing. They also assist in settling disputes concerning the composition of the bargaining unit in certification applications, and on the status of employees in an existing bargaining unit. Officers also conduct representation votes ordered by the Board.

During the reporting year the Board completed the conversion of its records to a computer based system. This system allows for more accurate case monitoring, and enhances management's ability to pinpoint problems and delays and address them quickly. The monitoring system provides statistical information to senior management that will be used as a basis for recommendations regarding improvements in board practices and procedures. This should lead to increased productivity and better service to the citizens of Alberta.

The Board also acquired word processing facilities to help increase its efficiency.

In January, 1986, the Board began publishing its decisions in a more useable and accessible format. This service, which was well received by its 160 subscribers, will hopefully result in increased understanding of the Board's policies, and in fewer unnecessary disputes.

During the reporting year, the Board adopted the practice of holding regular sittings each week. Through the use of conference call and speaker phone facilities, parties throughout the province have regular access to the Board. These weekly open panels hear all the Board's uncontested business plus a variety of minor contested matters that in the past caused hearings to be delayed or adjourned unnecessarily. The open panels also hear urgent or short contested applications. The use of regular sittings has reduced the number of hearing days necessary to deal with the Board's business.

During 1985-86, five of the Board's 20 informational bulletins describing board procedures were updated and distributed. Work commenced on a Policies and Procedures Manual designed to bring greater consistency to the Board's activities. The Board also produced a pamphlet to increase understanding of its mandate, procedures and representative character. The pamphlet was widely distributed to unions, employers, educational institutions and other interested groups.

Case Load

As shown in Table 16, the Board's caseload during the reporting period showed an increased number of applications but a decreased number of days taken to resolve those applications.

Thirty two applications for judicial review were commenced. Of the 18 dealt with, the Board was upheld in 15, reversed in two, and one was withdrawn. Fourteen cases were still outstanding before the courts.

Alberta Labour Relations Board

Significant Decisions and New Policies

Duty of Fair Representation

The Board issued two significant decisions dealing with remedies for breach of the duty of fair representation. In *Labelle* the Board found a union liable for failing to represent an employee and fixed a monetary award, including certain legal expenses. The case was challenged, and is currently before the Court of Appeal. In *Martin* the Board described how it would assess financial loss in cases where an opportunity to arbitrate a grievance was unfairly denied.

The Board's Power of Reconsideration

In *Fuller-Austin* the Board set out the circumstances in which it would reconsider its decisions, and widened the parameters somewhat. In *Sceptre-Riedel-Danson* the Board described the obligation on a party seeking reconsideration to apply promptly. Subsequently these policies were incorporated into a new Informational Bulletin.

Duration of Collective Agreements

A number of cases in the reporting year concerned the duration of collective agreements and "continuation" or "bridging" clauses. In *Fletchers Meats*, the Board analysed the concept of "impasse" and found it not to have been reached, thus ruling the collective agreement continued. In *Northtown I.G.A.*, applying the same test, the Board found impasse had been reached. In *Edmonton Co-op* the Board found the contract to have no bridging clause and therefore, no contractual restraint on changing terms and conditions of employment existed. The Board expressly left open the question of what restraints might result from the duty to bargain in good faith, since s.139 was not before the Board.

Disputes under s.21

In *Revelstoke* the Board declined to give a declaratory opinion under s.21 based on hypothetical future events. In a number of cases the Board has confirmed its view that s.21 is not to be used to resolve disputes that are appropriately the subject of binding arbitration under the Act.

The Power to Subpoena Witnesses

The Board's power to compel the attendance of witnesses received considerable attention in the reporting period. The Board issued a new Informational Bulletin on the topic incorporating its power to require the production of documents. In *Moysa*, a newspaper reporter challenged the Board's authority to compel her to testify, and asserted a Charter right not to testify based on freedom of the press. The Board's ruling that she could be compelled to testify was upheld by the courts. The Board's rejection of the Charter argument is still before the courts. In *Fish* the Board ruled that it could require the director of Manpower Development to attend and give any relevant evidence. This ruling is currently before the courts with the director asserting that the powers under the Act do not bind an employee of the Crown.

Strike or Lockout Votes

The Board dealt with a number of disputes concerning strike votes. A number of difficult issues arose for resolution out of multi-party bargaining in the construction and quasi - construction industries. In *Pilbrico* and several other cases the Board commented on the detrimental effect the practice of incorporating several collective agreements in one document had on subsequent negotiations.

In *A.G.T.* the Board found the employer to have breached s.139 by forwarding a new and substantially different offer directly to employees immediately prior to a strike vote.

Blue Collar Bargaining Units

Following the retraction of Information Bulletin 18-82 the Board has dealt with the appropriateness of blue collar bargaining units on a case by case basis. This has been particularly difficult in areas closely allied to the construction industry. In several cases including *Carson Electric, J.H. Locke and Sons*, and *Gateway Refrigeration*, the Board discussed the competing forces in this complex area.

Table 1

Planning and Research Branch
Statistical and Information Services
Summary of Activities
Two Year Comparison

Information Requests	1984-85 Number	1985-86 Number
Calls transferred or referred elsewhere	23	31
Occupational wage rates (or minimum wage)	147	89
Union membership figures or directory	62	115
Wage settlement program	88	99
Strike statistics information	55	85
Collective agreement enquiries (includes employers seeking copies, requests for samples of specific provisions, further explanation of analysis, public viewing, etc.)	173	225
Publications	197	423
TOTAL Information Requests	**745**	**1 067**

Publications Distributed	Total 1984-85	Total 1985-86
Collective Bargaining Scene/Labour Fact Book (quarterly)	2 200	2 328
Collective Bargaining Scene/Labour Fact Book Monthly supplement (8)	4 225	4 656
Negotiated Working Conditions in Alberta	610	571
Membership in Alberta Labour Organizations	417	701
Alberta Construction Industry Union Wage and Benefit Report	105	471
Alberta Construction Industry Union Wage and Benefit Report, 1984 Supplement	90	–
TOTAL Publications Distributed	**7 647**	**8 727**

Tables

Table 2

Employment Standards Branch
Investigation and Recovery Proceedings
Statistical Summary
Three Year Comparison

	1983-84	1984-85	1985-86
Field investigations			
Claims registered	10 521	10 143	9 713
Employees benefiting from investigations	12 695	12 718	10 888
TOTAL:	**23 216**	**22 861**	**20 601**
Money collected through field investigations			
Non-payment of wages	$1 465 125	$1 257 926	$1 331 709
Underpayment of minimum wages	10 320	3 746	6 776
Overtime arrears	298 046	267 859	276 185
Vacation pay	387 685	491 175	515 841
General holiday pay	72 331	77 085	72 832
Pay in lieu of notice	254 253	262 290	202 698
Other	8 950	23 485	24 933
TOTAL:	**$2 496 710**	**$2 383 566**	**$2 430 974**

Table 3

Umpire System Activity Report
Two Year Comparison

	1984-85	1985-86
Number of appeals	693	1 083
Appeals from previous year	73	86
TOTAL:	**766**	**1 169**
Disposition		
Confirmed	455	246
Varied	105	65
Revoked	84	40
Abandoned	26	42
Appeals denied	28	235
Decision reserved	3	3
Appeal not yet heard	65	538
TOTAL:	**766**	**1 169**
Employers affected	397	291

Table 4

Employment Standards Branch
Educational Services Program
Statistical Summary
Two Year Comparison

	Numbers Held		Attendance	
	1984/85	1985/86	1984/85	1985/86
Type of Activity				
Workshop on wages (Payday Survival)	145	181	3 567	5 076
World of Work (high school)	28	35	1 044	669
Speaking engagements	43	61	1 081	1 498
Other - trade shows	11	9	1 816	1 940
TOTAL:	**227**	**286**	**7 508**	**9 183**

Table 5

Industrial Wages Security Act
Statistical Summary
Three Year Comparison

	1983/84	1984/85	1985/86
Money collected under the Act	**$88 398.00**	**$86 649.71**	**$31 768.00**
Employees benefiting:			
Lumber industry	348	481	351
*Coal mining industry	0	0	0
TOTAL:	**348**	**481**	**351**
Amount of security held at year end:			
Lumber industry	$1 668 359.00	$1 844 454.72	$1 782 790.19
*Coal mining industry	50 060.00	61 075.00	0.00
TOTAL:	**$1 718 419.00**	**$1 905 529.72**	**$1 782 790.19**
Active exemption certificates:			
Lumber industry	21	20	26
*Coal mining industry	14	16	0
TOTAL:	**35**	**36**	**26**

*Coal mining repealed June 5, 1985

Tables

Table 6

Employment Standards Branch
Special Employment Programs
Statistical Summary
Two Year Comparison

	1984/85	1985/86
Oil well servicing & trucking (pay plans)	26	31
Overtime agreements	33	45
Extended hours of work	28	27
Contracts of employment	389	590

Table 7

Mediation Services Branch
Statistical Summary
Three Year Comparison

	1983-84	1984/85	1985/86
Mediation			
Disputes pending to April 1, 1985	60	54	86
Mediators appointed	174	212	141
Dispositions of disputes:			
Settled without strike or lockout action	164	123	152
Sent to voluntary arbitration	1	0	0
Sent to arbitration under the Police Officers Collective Bargaining Act	1	0	0
Compulsory arbitration boards (Section 117)	1	1	1
Disputes pending at March 31	57	70	74
Strikes and lockouts			
Strikes	6	14	8
Lockouts	4	29	4
Preventive Mediation			
First agreement orientation cases	44	37	41
Grievance mediation	40	35	43
Labour-management committees	0	7	4
Joint training	0	2	5
Relationship by objectives	0	0	1
Consultation	8	5	9
Educational meeting	4	3	3
Other	1	5	0

Table 8

Pension Benefits Branch
Pension Plans Approved, Discontinued, Transferred or Amended
during the year ended March 31, 1986

	Total at March 31, 1984*	Total at March 31, 1985*	Change During Year	Total at March 31, 1986*
Plans examined	3 445	3 788	350	4 138
Plan approved for registration	3 351	3 692	348	4 040
Plans transferred to Alberta supervision	138	146	2	148
Plans transferred from Alberta supervision	151	154	5	159
Plans discontinued (registration cancelled)	1 944	2 049	118	2 167
Amendments to "Approved" plans	10 053	10 811	754	11 565
Annual Information Returns**	22 243	23 682	1 800	25 482
Cost Certificates***	7 340	7 835	682	8 517

* These columns show totals since January 1, 1967.

** An Annual Information Return is submitted in respect of every pension plan and provides data regarding contributions to the plan, plan membership, terminations and retirements.

*** A Cost Certificate is submitted every three years and when plan changes affecting the funding and solvency of the plan occur. The Cost Certificate provides data regarding the liabilities and assets of the plan and describes the contributions required to fund the benefits provided under the plan.

Table 9

General Safety Services Division
Selected Statistics
Three Year Comparison

	1983-84	1984-85	1985-86
Inspections carried out	156 884	162 482	167 199
Work permits and work certificates issued	88 912	85 659	93 212
Workers certified	14 128	10 671	13 293
Investigations conducted	698	611	608
Examinations given	12 932	15 183	14 476
Plans examined	23 999	24 553	26 026
Meetings and seminars conducted	10 627	11 837	11 562

Tables

Table 10

Boilers and Pressure Vessels Branch
Statistical Summary
Three Year Comparison

	1983-84	1984-85	1985-86
A. Designs processed			
- Designs submitted	5 326	6 788	7 661
- Designs accepted	3 916	4 714	5 364
- Designs rejected	223	202	218
- Design revisions	1 177	1 690	1 819
B. Quality control systems registered			
- Certificates of authorization issued, including renewals	78	82	92
- Companies with registered quality control systems	172	232	277
C. Inspections carried out			
- High pressure boilers	1 589	1 764	1 928
- Low pressure boilers	4 592	4 557	4 351
- Receivers	5 365	6 164	6 667
- Heat exchangers	2 730	3 712	3 200
- Process vessels	5 715	8 302	10 507
- Miscellaneous	768	753	1 267
- Progress inspections	14 903	19 960	28 175
TOTAL	**35 662**	**45 212**	**56 095**
D. Boilers and pressure vessels constructed in Alberta	5 051	6 588	7 867
E. Potential hazards found in service inspections			
- Safety valve insufficient capacity or inoperable	1 077	1 683	1 289
- Low water fuel cut-off inoperable	166	231	175
- Free air inlet inadequate	28	19	11
-Heating surface of boiler heavily scaled	239	316	255
- Severe corrosion requiring repairs	802	1 377	981
- Miscellaneous unsafe conditions	810	1 287	793
- Defective boiler and pressure vessel operating-limit controls	95	110	42
- Boiler water gauge glass inoperable	26	22	8
- Accessories requiring repairs	183	263	156
- Condemned or ordered out of service	6	20	3
TOTAL	**3 432**	**5 328**	**3 713**
F. Examinations conducted			
- Engineers and building operators	5 320	5 418	5 817
- Pressure welders	7 106	7 207	6 092
Examinations passed			
- Engineers and building operators	3 910	4 097	4 803
- Pressure welders	6 054	5 812	5 412
G. Accidents investigated			
- Accidents	42	50	73
- Injuries	6	8	24
- Fatalities	0	0	1

Table 11

Building Standards Branch
Statistical Summary
Three Year Comparison

	1983-84	1984-85	1985-86
Building plans examined	1 653	1 626	1 462
Floor area (m^2)	904 153	851 534	792 440
Estimated value ($)	497 000 000	468 000 000	436 000 000
Inspections (general and mechanical)	5 216	6 242	5 838
General Statistics			
Building plans examined			
- Assembly	357	409	350
- Institutional	40	61	31
- Residential:			
General	101	76	76
Single family	300	226	173
- Business and personal services	88	106	84
- Mercantile	75	50	78
- Industrial	222	222	269
TOTAL	**1 183**	**1 150**	**1 061**
Floor area (m^2)			
- Assembly	290 249	276 080	282 554
- Institutional	155 886	164 203	78 918
- Residential:			
General	124 321	96 175	107 482
Single family	51 755	41 637	33 674
- Business and personal services	49 354	69 406	49 185
- Industrial	188 061	181 837	193 090
TOTAL	**869 626**	**829 338**	**744 903**
Estimated value ($)	**497 000 000**	**468 000 000**	**436 000 000**
Inspections carried out	4 134	5 225	4 881

(Cont'd)

Tables

Table 11
(Cont'd)

Building Standards Branch
Statistical Summary
Three Year Comparison

Mechanical Statistics

	1983-84	1984-85	1985-86
Building plans examined			
- Assembly	229	236	155
- Institutional	36	34	20
- Residential:			
General	41	45	37
Single family	6	2	6
- Business and personal services	48	55	45
- Mercantile	32	21	32
- Industrial	78	83	106
TOTAL	**470**	**476**	**401**
Floor area (m^2)			
- Assembly	283 667	233 901	153 231
- Institutional	167 163	167 637	72 189
- Residential:			
General	108 468	89 171	42 065
Single family	1 377	590	2 412
- Business and personal services	32 615	99 036	66 243
- Mercantile	28 352	13 104	23 942
- Industrial	117 760	101 827	122 221
TOTAL	**739 402**	**705 266**	**482 303**
Inspections carried out	1 082	1 017	957

Technical Program Statistics

Training and educational programs			
- Students enrolled in courses	238	272	**106
- Assignments marked	1 099	1 280	739
- Examinations taken	28	54	51
- Seminars/workshops given	8	15	44
Appeals to Alberta Building Standards Council			
- Appeals received*	25	31	21
- Orders confirmed	7	9	6
- Orders revoked	6	5	6
- Orders varied	3	5	3
Products and systems approvals			
- Total number of requests	85	73	91
- Approvals issued	74	52	48
- Product listing bulletins	21	28	25

* In each year shown, several appeals were withdrawn.
** Courses all changed to reflect the new Alberta Building Code 1985.

Table 12

Electrical Protection Branch
Statistical Summary
Three Year Comparison

	1983-84	1984-85	1985-86
Electrical permits issued	31 906	28 808	30 613
Plans and specifications reviewed	15 472	14 794	16 094
Inspections conducted			
- Covered by permits	36 193	32 898	30 134
- Not covered by permits	2 901	2 839	2 689
- Electrical equipment approvals	10 600	12 683	13 062
- Electrical utility installations	3 062	3 022	3 220
TOTAL Inspections Conducted	**52 756**	**51 442**	**49 105**
Master Electrician certification			
- Master electrician certificates issued	2 543	2 465	2 645
- Master examinations written	430	488	499
Accident and fire investigations			
- Fatal accidents	4	4	7
- Non-fatal accidents	138	112	82
- Fires	91	77	61
Seminar activities	439	353	262
Meetings	1 171	1 416	1 347
Technical interviews	85 177	84 644	82 304

Tables

Table 13

Elevator and Fixed Conveyances Branch
Statistical Summary
Three year Comparison

	1983-84	1984-85	1985-86
Inspections Carried Out			
Elevators and related equipment	5 456	4 991	5 448
Aerial tramways and related equipment	175	156	174
Amusement rides	501	663	436
Elevators (for Canada Labour)	119	118	124
Reinspections: all classes	1 953	2 534	1 264
Preliminary inspections: all classes	851	383	456
Special inspections: all classes	116	48	32
TOTAL	**9 171**	**8 893**	**7 934**
New Installations			
Passenger elevators	400	116	145
Private residence inclined lifts	1	-	1
Inclined passenger lifts	1	5	-
Escalators	26	16	22
Lifts for disabled people	14	15	12
Freight elevators	12	13	13
Dumbwaiters	36	16	14
Freight platform lifts	2	2	2
Powered manlifts	3	2	-
Personnel hoists	6	6	6
Handpowered freight	-	2	-
Aerial tramways	-	-	-
Chair lifts	-	2	6
Surface ski lifts	1	2	2
Rope tows	8	2	2
Amusement rides	29	5	15
TOTAL	**539**	**204**	**240**
Alterations to Existing Equipment			
Passenger elevators	2	8	11
Freight elevators	-	3	1
Dumbwaiters	-	-	-
Rope tows	-	-	-
Ski tows	-	-	-
Aerial tramways	-	-	1
TOTAL	**2**	**11**	**13**

(Cont'd)

Table 13
(Cont'd)

Elevator and Fixed Conveyances Branch
Statistical Summary
Three year Comparison

Accident Investigations Conducted

	1983-84	1984-85	1985-86
Freight elevators	2	-	-
Escalators	-	3	-
Passenger elevators	2	3	2
Handpower freight elevators	-	-	-
Other elevating devices	-	1	1
Rope tows	-	-	-
Ski tows	1	2	-
Chair lifts	-	1	-
Aerial tramways	-	1	1
Amusement rides	28	4	-
TOTAL	**33**	**15**	**4**
Number of inspections invoiced	5 543	4 976	6 087
Meetings and seminars conducted or attended	60	58	83
Drawings examined	287	174	172

Tables

Table 14

Fire Prevention Branch
Statistical Summary
Three Year Comparison

	1983-84	1984-85	1985-86
Fire Prevention			
Building fire inspections conducted	2 624	2 930	2 641
Recommendations to correct hazards issued	8 028	10 654	8 793
Orders issued	3	16	13
Plans examined	595	455	282
Meetings and lectures conducted	1 151	1 244	1 588
Attendance	16 908	12 798	19 056
Fire Investigation			
Investigations conducted by branch	318	286	319
Investigations by other agencies	774	616	633
TOTAL	**1 092**	**902**	**952**
Causes of fires investigated			
Arson	780	649	642
Accidental or unknown	298	251	326
Under investigation	14	2	8
TOTAL	**1 092**	**902**	**976**
Fire Service personnel training			
Alberta Fire Training School Municipal training programs (duration 44 hours)			
Part I Firefighter	146	146	154
Part II Firefighter	90	113	125
Part III Firefighter	60	48	43
Part IV Firefighter	77	41	37
Part V Firefighter	19	38	40
Part VI Firefighter	22	31	20
Pump Operator "A"	36	109	111
Pump Operator "B"	13	11	22
Fire Prevention for the Firefighter	21	19	18
Vehicle Extrication & Trench Rescue	-	*20	20
Fire Officer C1 Building Construction	7	16	20
Fire Officer C2 Leadership	6	11	20
Fire Officer C3 Pre-Fire Planning	13	14	18
Fire Officer C4 Fire Suppression & Safety	12	8	17
Fire Officer C5 Strategy & Tactics (Theory)	16	31	18
Fire Officer C6 Strategy & Tactics (Practical)	-	-	**12
Fire Officer C7 Fire Investigation	35	21	20
Fire Officer C8 Fire Prevention-Fire Protection Equipment	-	*14	14
Fire Officer C9 Fire Prevention	-	*6	17
Fire Prevention Officer DA Building Codes & Standards	-	*18	18
Fire Prevention Officer DB Alberta Fire Code	-	*17	19

(Cont'd)

Table 14
(Cont'd)

Fire Prevention Branch
Statistical Summary
Three Year Comparison

	1983-84	1984-85	1985-86
Fire Service Personnel Training (Cont'd)			
Fire Prevention Officer D1 Water Supply	-	7	8
Fire prevention Officer D2 Standpipe & Sprinkler Systems	14	8	11
Fire Services Instructors E1	12	18	20
Fire Services Instructors E2	-	-	**13
TOTAL Municipal Fire Department personnel (AFTS)	**599**	**765**	**835**
Alberta Fire Training School extension courses municipal presentation (duration 44 hours)			
Part I Firefighter	339	295	266
Part II Firefighter	-	79	48
Fire Prevention for the Firefighter	45	35	24
Fire Officer C2 Leadership	-	14	-
Pump Operator "A"	-	-	5
Fire Officer C7 Investigation	49	22	20
Fire Officer C9 Fire Prevention	-	-	23
Fire Prevention Officer DA - Building Code & Standards	-	-	50
Fire Prevention Officer DB - Alberta Fire Code	-	-	57
Fire Services Instructor E1	-	14	48
TOTAL Municipal Fire Department personnel attending AFTS - sponsored extension & local courses	**433**	**459**	**541**
TOTAL Municipal Fire Department personnel	**1 032**	**1 224**	**1 376**
Industrial programs (duration as indicated)			
Part I Industrial Firefighter (16 h)	88	181	195
Part I-A Industrial Firefighter (8 h)	99	144	149
Part I-B Industrial Firefighter (16 h)	-	-	**23
Part II Industrial Firefighter (16 h)	98	166	140
Part III Industrial Firefighter (16 h)	38	134	89
Aircraft Crash/Fire Response (Dry Chemical)	12	12	-
TOTAL Industrial Fire Department Personnel	**335**	**637**	**596**
TOTAL ATTENDANCE			
AFTS municipal and industrial programs	1 355	1 861	1 972
One - day seminars	185	128	43
Two - day seminars	23	0	-

* These courses were offered for the first time in 1984-85
** These courses were offered for the first time in 1985-86

Tables

Table 15

Plumbing and Gas Safety Services Branch
Statistical Summary
Three Year Comparison

	1983-84	1984-85	1985-86
Plumbing and gas permits issued			
Plumbing permits	6 010	4 398	4 553
Private sewage disposal permits	2 896	2 207	2 234
Plumbing in factory-assembled buildings	138	97	190
SUB-TOTAL: Plumbing permits	9 044	6 702	6 977
Natural gas (towns and villages)	16 461	14 387	16 785
Natural gas (farms)	415	443	195
Propane gas (towns and villages)	4 659	4 633	4 782
Propane gas (farms)	91	50	5
Plastic pipe (natural gas)	1 161	720	2 589
SUB-TOTAL: Gas permits	22 787	20 233	24 356
TOTAL: Plumbing and gas permits	**31 831**	**26 935**	**31 333**
Field Inspections			
Plumbing inspections	16 379	14 555	15 031
Plumbing complaints investigated	175	140	120
SUB-TOTAL: Plumbing inspections	16 554	14 695	15 151
Gas installations covered by permits	31 320	25 971	26 394
Existing gas installations	3 555	6 402	3 674
Approval of domestic / commercial gas appliances	273	298	288
Approval of industrial gas equipment	400	373	282
SUB-TOTAL: Gas inspections	35 548	33 044	30 638
TOTAL: Plumbing and gas inspections	**52 102**	**47 739**	**45 789**
Workers' certificates issued			
Gasfitter certificates	1 560	490	395
Sewage system contractors' certificates	61	47	38
TOTAL:	**1 621**	**537**	**433**

(Cont'd)

Table 15
(Cont'd)

Plumbing and Gas Safety Services Branch
Statistical Summary
Three Year Comparison

	1983-84	1984-85	1985-86
Tradesmen training seminars			
For plumbing installers	57	25	32
For gasfitters	99	96	136
TOTAL:	**156**	**121**	**168**
Examinations given	76	39	42
Plans examined	666	716	756
Public meetings	294	164	161
Accident investigations			
Accidents reported	72	59	62
Accidents investigated	72	59	62
Fatal accidents	5	0	4
Non-fatal accidents	28	20	31

Tables

Table 16

Alberta Labour Relations Board
Comparative Statistical Summary
for the three years ending March 31, 1984, 1985, 1986.

	1983-84	1984-85	1985-86
Applications for certification (Section 34)			
Outstanding at beginning of period	86	653	223
Applications received	707	415	107
Issued	62	346	129
Refused or withdrawn	78	499	84
Outstanding at end of period	653	223	*
Applications for revocation (Section 43-45)			
Outstanding at beginning of period	3	10	9
Applications received	19	13	18
Issued	8	4	16
Refused or withdrawn	4	10	4
Outstanding at end of period	10	9	7
Applications of registration (Section 53)	3	0	0
Applications for reconsideration, determination and declaration (Sections 8, 18, 21, 132, 133, 135)	292	467	1 304
Applications for various unfair labour practices (Section 141)	84	290	196
References of illegal strikes / lockouts	5	0	0
Strike / lockout votes (Section 87) Applications for strike / lockout votes supervised by Board	68	135	94
TOTAL APPLICATIONS	1 178	1 320	1 719
Days of Board hearings	142	202	134

* This statistic unavailable due to change brought about by computerization